

# City of Edina – Volunteer Service Description



Service Title: Photographer  
Department: Communications & Technology Services  
Supervisor(s): Jennifer Bennerotte  
Service Location: City of Edina parks and facilities

**Purpose:** Take photos of various City and community events, activities and programs.

**Population Served:** Photos are used on the City's websites, social media pages, publications and marketing and advertising pieces. Volunteer work is accountable to the Communications & Technology Services Department, typically on behalf of another department or enterprise facility.

**Time Commitment:** Varies

**Minimum Length:** On-going

**Qualifications/Desired Skills:**

1. Must have DSLR camera/equivalent and equipment to submit photos electronically
2. Ability to take well-composed photos
3. Ability to take direction

**Service Duties:** After receiving an assignment, the photographer will contact or find a subject and arrange his or her own photo shoot using his or her own equipment.

Photos should be 300 dpi or greater. The City expects to receive 10 or more photos from each assignment for possible publication.

Credit for volunteer photographers will follow practices used for crediting staff. (The photographer will be given credit in written publications the first few months a photo is in use. Thereafter, the photo credit will be listed as "File Photo.") Volunteer photographers retain the rights to sell or use their photographs for other use, but agree to the City's Submitted Photo Policy which allows the City to use the photos indefinitely.

**Outcomes/Learning Opportunities:**

- Make an impact in the City and for residents
- Share and utilize talents and interests
- Strengthen talents and develop portfolio

**On-boarding:** Every volunteer will have to apply, interview and complete a background check. Potential photographers should provide three previous photo samples.

**Training Requirements:** Every volunteer will be required to attend volunteer orientation and complete a training checklist specific to their service position. Volunteer photographers will be given credentials that identify him or herself to other City staff members or event organizers.

**Supervisory Plan:** Reports to Director Jennifer Bennerotte or her delegate